



38th District Agricultural Association
Stanislaus County Fair
900 N. Broadway
Turlock, CA 95380
(209) 668-1333 ext. 304
email: kwilliams@stancofair.com
July 13, 2018 – July 22, 2018

Thank you for applying for Commercial Exhibit/Concession space at the Stanislaus County Fair. This application is not a guarantee of space. Please answer all questions completely so we can give full consideration to your application. This application is neither a commitment by the applicant nor an offer by the 38th District Agricultural Association, Stanislaus County Fair, to rent space. **DO NOT SEND MONEY WITH THIS APPLICATION.**

Business name: _____

Contact person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website _____

Exhibit Space Information: Inside _____ Outside _____

Seller's Permit No: _____

Electrical Requirements (volts and amps): _____

If an outdoor exhibitor or concessionaire, what size is your booth's footprint? _____

Do you intend to conduct a drawing? (Please see attached guidelines and procedures) _____

List products you wish to sell or promote and if you offer samples for human consumption: (be specific as your list of products will become part of your contract). Be complete. Attach additional pages if necessary.

List references (i.e. other fairs/festivals): _____

Please attach photos of prior exhibits and set-up specs. Your application will not be considered without a photograph of your booth. All exhibitors and concessionaires are required to submit a certificate of liability insurance or purchase a policy from CFSA (California Fair Services Authority), available through the fair. All exhibitors and concessionaires will require working credentials.



2018 Fees for Commercial Exhibits & Concessionaires

Food Concessionaires: pay a \$500.00 non-refundable guarantee against 23.5% of gross sales after sales tax. Fair will require a complete menu with prices and drink size.

Commercial Exhibitors Indoors:

10 x 10	\$700.00
20 x 10	\$1400.00

Commercial Exhibitors Outdoors: (fair does not provide tents)

10 x 10	\$700.00
20 x 20	\$1000.00

Insurance:

Non-Food Concession	\$145.00
Food Concession	\$185.00
Liquor Liability	\$1295.00

Additional fees that may apply:

Working Credentials: Book of 10 passes (One working credential per day, per employee is required. WFA credential holders do not need a working credential.)	\$40.00
RV Space for 13 days: Please indicate footprint (length and width) of RV and power requirements. Spaces are limited.	\$250.00
Stock Truck Parking: Dry storage. Please indicate length of stock truck. Space is limited.	\$65.00
Stock Truck Parking: Power and water. Please indicate length of stock truck and power requirements. Space is limited.	\$100.00
Fair Food Booth Rental (stationary or portable):	\$200.00
Cleaning Deposit for booths rented from fair:	\$200.00



Guidelines & Procedures Stanislaus County Fair
Vendors & Concessionaires
July 13, 2018 – July 22, 2018

General:

1. Booth to be staffed during all open hours of the fair.
2. No sub-leasing is permitted. All assigned spaces are to be used by the contracted lessee only.
3. Fair Management will not be responsible for goods pre-shipped to the fair's address.
4. There is to be no sale or prizes of ANY item that portrays, depicts, exhibits or in any manner encourages or endorses the use of any drug, drug paraphernalia or other illegal substance.
5. No stickers (bumper or those applied to clothing) are to be handed out. There will be no helium balloon give-aways.
6. There are to be no alcoholic beverages consumed by vendors or concessionaires in their booths.
7. All displays, booth personnel, and soliciting activities must be confined to assigned areas. Moving down or leaning out into aisles will not be permitted.
8. Concessionaires remaining in booths for clean up after closing time, must do so with subdued lighting, with flaps partially closed and without transacting any additional business.
9. Booths must remain in place until after closing on the final day. Anyone leaving early will not be invited to participate in future fairs.
10. No plastic tarps are to be visible during open hours.
11. All Exhibitors and Concessionaires are required to have professionally produced signage indicating their company name on their booth or stand.
12. Video presentations are to be approved by the Concessions Manager prior to the opening of the fair.
13. Amplified sound systems must not be a nuisance to other booth vendors and must be approved by Concessions Manager.
14. All Exhibitors and Concessionaires are responsible for maintaining their booth's surrounding areas, including picking up and disposing of trash.
15. Tents or shade structures will be allowed in the Commercial Exhibits Building at the discretion of and approval of the Concessions Manager. At no time shall such structures obstruct other vendors.
16. Booths selling food must close down at the designated time. **No after hour sales will be permitted.**
17. Fair Management and the Stanislaus County Health Department must approve food booths.
18. Handing out of edible samples to promote a product requires approval of Stanislaus County Health Department.
19. Fair management reserves the right to assess fees for extraordinary electrical usage.
20. The Stanislaus County Fair will not be responsible for damage or loss of items.
21. No single use bags to be used in vendor booths.
22. **No candy is to be given away in booths.**
23. **Indoor exhibitors will have access to building 2 hours prior to opening of Fair.**
Access will be from the EAST END of the building only. No exceptions will be made. All other doors are to remain shut and locked until fair opens.

Outdoor Set-up:

1. Outdoor Exhibitors and Concessionaires can begin setting up on **Tuesday, July 10, 2018** from **8:00 a.m. to 8:00 p.m.** It is expressly understood that there is no security on the grounds prior to the Thursday before opening day and any exhibitor or concessionaire who sets up prior to this date does so at his or her own risk.
2. Exhibitors and Concessionaires must provide booths that are painted, professional looking, in finished condition, neat, and clean.
3. All stored items must be housed **NEATLY** within booths or fenced in areas. No exceptions so plan ahead for proper enclosures behind stands.
4. Due to underground utilities, Exhibitors and Concessionaires must seek approval of the Concession Manager and maintenance personnel before fencing or driving stakes into the ground.
5. Sewer drains are to be used. Hose drains must not drain onto the grounds.

Indoor Set-up:

1. Indoor Exhibitors and Concessionaires can begin setting up on **Wednesday, July 11, 2018** from **8:00 a.m. to 8:00 p.m.** Booths must be completed and ready to open no later than 3:00 p.m. on opening day, **July 13, 2018**. Booths will be made-up with drape covered pipe frames. The back is 8 feet high; the sides are 3 feet high. **Installation of displays in excess of the height of the side walls provided is permitted, as long as that portion of the display does not protrude more than forty-eight inches from the back wall.** Nothing can be attached to the drapes or frames. Fair management reserves the right to bill the vendor or concessionaire for damage done to the drapes or frames in his/her booth.
2. Booths must contain all flameproof furnishings.
3. Each booth must have at least one clamp on light (LED only) illuminating their booth.

Payments for Concessionaires Paying a Percentage:

1. Percentages from sales are to be paid at the Concessions Office in two payments, midweek, on Wednesday and at the closing of the fair. Office hours are from 10:00 a.m. to 6:00 p.m.
2. All cash registers must be inspected and approved prior to opening.
3. Register Z-tapes must be presented daily to Concessions Audit personnel for review, audit and approval. Z-tapes must include a credit card sales total, a cash sales total, and a total sales total. Concessionaires **MUST** submit batch reports from all credit card terminals daily.
4. Fair personnel will issue a receipt to Concessionaires for payment of percentages.

Selling and Give-aways:

1. Give-aways must be exactly that. If Exhibitors and Concessionaires are giving away something but are asking for a donation, then selling is taking place and a selling contract will be required.
2. The Concessions Manager must approve free drawings in advance. The time of the drawing and the winner of the drawing must be conspicuously posted. The actual drawing must be done during fair hours. A list of winners **must** be presented to the Concessions Manager.

3. Handouts are to be given out by booth personnel and not to be stacked for random pick-up.
4. Handouts are to be approved by the Concessions Manager prior to the opening of the fair.

Vehicles:

1. All service vehicles permitted on the fairgrounds must abide by fair rules. Violation of these rules will be grounds for removal of violator's vehicle at owner's expense.
2. All Exhibitors and Concessionaires must honor the rules issued on parking permits.
3. On normal weekdays, all Exhibitor and Concessionaire vehicles must be removed from the fairgrounds by 4:00 p.m.
4. On weekends all Exhibitor and Concessionaire vehicles must be removed from the fairgrounds by 11:00 a.m.
5. Unattended vehicles without proper credentials will be ticketed and towed at the owner's expense.
6. Exhibitors and Concessionaires with golf carts on grounds must have golf cart liability insurance in addition to general liability coverage.
7. **There is NO parking at anytime along the inside fence, facing the canal, without a permit. Violator's vehicles will be removed at vehicle owner's expense.**

Working Credentials:

1. ***NEW*- 10 x 10 spaces will include one 10 day pass and 20 x 10 spaces/food concessionaires will receive two 10 day passes.** The pass is good for one entrance per day so be sure to get your hand stamped before exiting.
2. Working credential reduced-rate passes are available for booth workers and owners only. Misuse of the working credential passes will result in contract cancellation.
3. **Each worker is required to have a pass each day to enter the fairgrounds. NO PASS = NO ENTRY. There are three vendor entrance gates. Gate 5** in the North parking lot (enters through Carnival and open 24 hours) or **Gate 3** (Floriculture gate) or **Gate 1** (next to admin office and open 24 hours). If a vendor enters through the Livestock gate they will be subject to the same lines as the general public.
4. Working Credentials can be purchased from the fair office at the price of \$40.00 for 10 passes.
5. Your allocation of Working Credentials will be noted on your work sheet. Should you need additional passes, they can be purchased at the regular daily admission rate.
6. WFA passes will be honored.
7. **For workers parking in the North parking lot, vendor entrance will be through Gate 5 by the Carnival.**

Removal of Booths and General Displays:

1. Exhibitors and Concessionaires will not be allowed on the fairgrounds to tear down exhibits and booths until after closing on the final day of the fair and after receiving permission from the Concessions Manager and the fairgrounds law enforcement officer.
2. The fairgrounds will be open Monday and Tuesday from 8:00 a.m. to 4:00 p.m. immediately following the fair for removal of booths and displays. **The exhibit building will only be open until 4:00 on Monday for removal of booths and displays.**

Violations: Violations of any of these guidelines will be grounds for removal from the fair for current and future years.

Schedule of Fair Hours

Fair & Carnival opens	Monday- Friday	5:00 p.m.	Saturday & Sunday	12:00 noon
Buildings open	Monday-Friday	5:00 p.m.	Saturday & Sunday	12:00 noon
Buildings close	Every night	11:00 p.m.		
Booths serving alcohol close	Every night	10:00 p.m.		
Outdoor Exhibits close	Sunday-Thursday	11:30 p.m.	Friday & Saturday	12:30 a.m.
Outdoor Concessions close	Sunday-Thursday	11:30 p.m.	Friday & Saturday	12:30 a.m.
Carnival Closes/grounds cleared	Sunday-Thursday	12:00 midnight	Friday & Saturday	1:00 a.m.